HOW TO WRITE A (GOOD) SUMMARY

When you have to write a summary about an article, a narration, a story or a tale, there are several aspects you need to focus on. You can divide the task into different stages:

BEFORE READING:

Be ready to identify the key facts, as well as the characters. After reading the text you should be able to answer the **5 Ws and how**, so if you bear them in mind beforehand, it will be easier:

- **What?** (main facts, what happens, what the story is about)
- **Who?** (characters)
- **When?** (temporal setting of the narration)
- **Where?** (place and context)
- **How?** (description of how things happen)
- **Why?** (reason why those things happen)

WHILE YOU READ:

Try to identify:

- The different parts of the text: **introduction, main body** and **end/conclusion**.
- The **characters** (and **narrator**).
- **Key words** (you may want to underline/highlight them).
- Most **important sentences** and **key facts**.
- The **answers to the questions** above.

AFTER READING:

With all the information you have obtained you should be able to start writing your summary. Remember to:

- Use your **own words** (**!!!**).
- Write in the **simple present** (!!!). btw. present perfect (have/has + 3rd form of the verb)
- Use **connectors** to link the different parts of your summary (e.g. *and, therefore, that's why, but, because, …*).
- Pay attention to your **spelling**.
- Your main part of the summary should only mention the most **important parts** of the original text.

USEFUL PHRASES:

Here are some useful phrases for your summary writing:

- *The text …*
  - *… deals with …*
  - *… contains …*
  - *… lists up …*
  - *… mentions …*
  - *… makes use of (statistics)…*
  - *… informs about …*
  - *… points out …*
  - *… gives background information on …*
  - *… presents facts …*
  - *… provides useful … (facts, figures, statistics, …)*